

Subcommittee on Commerce, Justice, Science, and Related Agencies

Outside Witness Testimony Instructions FY 2009 Appropriations

GUIDELINES

Format:

- Testimony (and supporting material) should be a **maximum** of four (4) pages, in 8 ½ x 11 format and single spaced with a 1" margin.
- Do not include a cover page. At the top of the first page list the name of the organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Department and/or Agency the testimony is addressing.

Delivery:

- Please e-mail testimony to cjs@appro.senate.gov with the subject line "OWT." We will only accept testimony formatted in Word Perfect and Microsoft word. Please DO NOT SEND PDF files. Electronic submission only, testimony sent via the US mail or by Fax will not be accepted.
- Include contact information (phone, fax, e-mail, and address).

Deadline:

- All material must be received no later than close of business on **Friday, April 18, 2008**. This deadline will be strictly enforced.

Thank you.

Subcommittee on Commerce, Justice, Science, and Related Agencies
Committee on Appropriations
United States Senate, SD-131
Washington, DC 20510
202-224-5202